

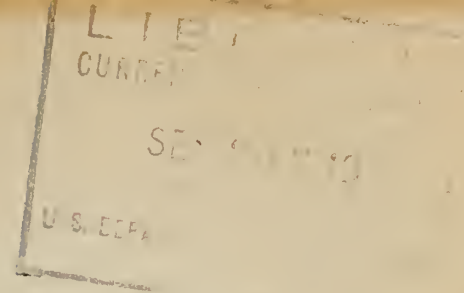
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Cap. 1

WAR FOOD ADMINISTRATION  
Food Distribution Administration  
Washington 25, D. C.



September 6, 1943

FINANCE AND ACCOUNTS DIVISION MEMORANDUM NO. B-34

To: Washington Finance and Accounts Division  
Chiefs, Regional Fiscal Divisions

From: George C. Hoffman, Assistant Chief, Accounting Management  
Section, Finance and Accounts Division

Subject: Disbursing Office Citations on Payrolls

Some Regional Fiscal Divisions, when preparing a payroll on which the name of an employee appears for the first time as a result of having been transferred within the Department or from another Governmental agency, have been requiring the disbursing officer's reference to the payroll on which the employee was last paid. Such references are unnecessary and the practice should be discontinued immediately.

It is, of course, necessary to cite on a supplemental payroll the disbursing officer's references to the original payroll and there may be other instances when, in the opinion of the Fiscal Division concerned, it is desirable to show the disbursing officer's reference. It is impossible to devise any inflexible rule with respect to all unusual circumstances, but, in the interest of expeditious and efficient operation, the obtainment and furnishing of paid citations should be kept to a minimum.

*George C. Hoffman*

F-977

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FROM 1630 TO 1800

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